



Michigan Department of State Police

Emergency Management Division Informational Letter

4000 Collins Road
P.O. Box 30636
Lansing, MI 48909-8136
www.michigan.gov/emd



Volume: 05-12

May 20, 2005

TO: Local and District Emergency Management Coordinators
SUBJECT: Clarification on the 2003 State Homeland Security Grant Program (SHSGP) Part II Training Grant

The Michigan State Police Emergency Management Division (EMD) would like to clarify some issues regarding the 2003 SHSGP Part II Training Grant.

According to the Office of Management and Budget, Circular A-133, any sub-grantee that has sub-recipients receiving funds directly from EMD is acting as a pass through entity. The sub-grantee in this case is the local emergency management program, not the agency within. The agency within is the sub-recipient of grant funds. EMD recommends that any sub-grantee that has been allowing sub-recipients to receive 2003 SHSGP Part II Training Grant payments directly from EMD should create a formal grant agreement between the sub-grantee and the sub-recipient. This grant agreement should state that the sub-recipient will be the pass-through entity even though the sub-grantee signed the original 2003 SHSGP Part II Training Grant agreement with EMD.

For those sub-grantees that would like to know how much EMD has paid their sub-recipients, the sub-grantee can contact Ms. Karen Blackwell at (517) 333-5009 or at blackwka@michigan.gov to obtain that information.

Regarding *Volunteer Firefighters* who are only paid once a year for their services: According to grant guidelines, they must be paid **BEFORE** the grant period ends in order to be eligible for reimbursement. If they are paid **AFTER** July 31, 2005, their personnel time will not be eligible for the 2003 SHSGP Part II Training Grant.

IMPORTANT NOTE: As of Monday, April 25, 2005, ODP is allowing *retirement* as an eligible overtime fringe benefit. This means that any training or exercise overtime that is incurred **ON or AFTER** Monday, April 25, 2005, and includes *retirement* as an overtime fringe benefit will be reimbursed with the *retirement* included.

Any sub-grantee that has sub-recipients that are receiving payments, please have the sub-recipient complete the new Reimbursement Coversheet (EMD-054) and the new detail forms [Payroll Reimbursement Detail (EMD-055), Supplies and Other Items Reimbursement Detail (EMD-056), Travel Reimbursement Detail (EMD-057)], have an authorized financial representative sign them, and forward them to the Emergency Management Division, 4000 Collins Road, P.O. Box 30636, Lansing, Michigan, 48909-8136.

If you have any questions regarding this clarification, please contact David Lundquist at (517) 324-2386 or at lundquid@michigan.gov.

Sincerely,

JOHN ORT, CAPTAIN

Deputy State Director of Homeland Security
and Emergency Management

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